

Community Economic Growth Grant (CEGG)

2004-2006 Biennium Award Cycle

Award Recipient Information

Below are critical dates that each award recipient must be sure to meet along with the timeline for finalization of the award process.

1. Your Award letter cited a date that stated you must have all documents back by March 10, 2006. Due to the delay in announcements this date has been adjusted.
2. All revised Scopes of Work and Line Item Budgets must be received at GOLD by no later than March 10, 2006, if your project required any adjustment to the originally submitted Scope of Work or Budget in the grant application to match the award amount.
3. GOLD shall release ALL recipient Memorandum of Agreements (MOA's) via "overnight" service. The MOA/Grant Agreements will be accompanied by an Amendment document as well. Please sign and execute both documents. **ALL MOA's/Grant Agreement documents must be returned** by the recipient to GOLD via "**overnight**" service or hand delivered. Signed, executed originals must be received by GOLD/KCDO **no later than March 16, 2006**. KCDO staff is in the process, through the dates of March 7th -14th, of developing and releasing MOA/Grant Agreements to all recipients.
4. KCDO staff will enter all original MOA's/Grant Agreement's into the state "system" (MARS) to generate the official Master Agreement and electronically send to all state entities for approval (reviewers include GOLD staff, legal counsel, financial staff, Finance Cabinet and finally, the Legislative Research Committee (LRC)).
5. All grants must obtain approval from the Government Contract Review Committee of the LRC, which meets once a month. The goal is to attempt to obtain LRC approval in **April** on all CEGG grants. However, KCDO must obtain approval of all CEGG awards by no later than the **May** meeting to avoid jeopardizing the CEGG award funds.
6. Once your project has obtained LRC approval, KCDO will set up the project account and return a copy of the fully executed MOA/Grant Agreement. In addition (once LRC approved) you will receive a cover letter advising you that your project is ready to go and that you may begin submitting "Request(s) for Disbursement" based upon quotes, cost estimates, invoices or receipts.
7. After LRC approval on the original agreement is obtained, KCDO will begin to seek LRC approval on all amendment to the original agreement to extend the expiration time from June 30, 2006 to June 30, 2007. (This amendment does nothing to the funding amounts. During this time period you may receive a call by KCDO staff to check if any adjustments to the scope will be needed. This should occur in May possibly June. This amendment WILL extend your grant period to 2007. We are not permitted to write the initial agreements to extend into a new biennium in the original document, therefore this "extension of time" must be performed by amendment). This is the same Amendment that will be provided to you at the time of the original MOA. We are seeking signature on these in advance to streamline and limit the timeframe to assure all contractual agreements can be processed in the tight timeframes allowed.

8. Release of CEGG funds cannot occur or be allowed prior to the above approval, and based upon the timeline, recipients should not anticipate receiving funds until late June, or July.
9. Your project will be considered “active” once LRC approved. You may submit requests for funds as needed. CEGG does not have a “draw schedule,” however CEGG does require the “Request for Disbursement Form”. All program funds must be expended by June 30, 2007.
10. ALL Award recipients should re-read the original CEGG Guidelines Manual to assure they clearly understand the grant program requirements specifically relating to report requirements, “public use” requirements, Request for Disbursement requirements (sited in manual and revised in your grant agreement) and KCDO project monitoring activities. ALL CEGG forms (Report and Request for Disbursement forms) and the complete guidelines manual can be found in a useable format at www.gold.ky.gov/kcdo/